



## APPLICATION COMPLETENESS CHECKLIST

### NJPDES/Significant Indirect User Permit

#### Category L - Discharge to POTW

**TO HELP US PROCESS YOUR APPLICATION MORE EFFICIENTLY, PLEASE PROVIDE ALL ITEMS LISTED BELOW.**

This checklist is provided to you as guidance for completing an application for an individual NJPDES/SIU permit (category L). Should you have any questions, please contact the Bureau of Pretreatment and Residuals, at (609) 633-3823. Be sure to read all instructions and to answer all questions when filling out the application forms. If an item is not applicable, enter "N/A" or a similarly appropriate response.

- ☐ **FORM NJPDES – 1**  
Instructions are provided with the form.
- ☐ **TECHNICAL FORM L**  
Instructions are provided with the form. Be sure to indicate commencement date of discharge under Item 4.
- ☐ **NJPDES FORM R (PART-A)** Instructions are provided with the form. (Note: Your facility's residual use or residual disposal practices may require the completion of additional sections of Form R. If this is the case, you will be provided with the necessary form.)

IN ADDITION TO THE ABOVE, APPLICANTS PROPOSING: 1) A NEW DISCHARGE; 2) AN INCREASE IN PERMITTED FLOW WITH OR WITHOUT AN ASSOCIATED INCREASE IN LOADING FOR AN EXISTING DISCHARGE; OR 3) A CHANGE IN NATURE OF POLLUTANTS DISCHARGED, SHALL SUBMIT THE FOLLOWING:

- ☐ **FORM WQM 003**  
Instructions are provided with the form.
- ☐ **EVIDENCE OF PERMIT APPLICATION SUBMISSION TO THE AFFECTED SEWERAGE ENTITY(IES) AND MUNICIPALITY**  
Submit copies of the signed and dated notices that were sent along with the application to the affected sewerage entity(ies) and municipality via "Certified Mail-Return Receipt Requested" or by other means, and copies of the dated certified mail return receipts or other means of verification of receipt.

**NOTE:** Prior to submitting an application to the Department, submit the following to the affected sewerage entity(ies) and municipality in accordance with N.J.A.C. 7:14A-4.3(a)13:

1. A copy of the permit application.
2. A written notice (certified mail return receipt requested or by other means which allows verification of the fact and date of receipt) that the sewerage entity(ies) and municipality must submit to the Department written comments regarding or objections to the proposed discharge or activity within 30 days of receipt of said notice. These comments shall be considered by the Department in determining whether to issue a draft permit in accordance with N.J.A.C. 7:14A-15.6.

**CONSISTENCY DETERMINATION**

Submit evidence that a Water Quality Management Plan (WQMP) amendment approval, or favorable consistency determination has been applied for and received; or indicate the reasons, otherwise.

**NOTE:** Renewal or modifications of existing permitted activities that do not propose significant modifications as determined by the Department, as well as ground water remediation projects, do not require a formal consistency determination review, but shall not conflict with WQMP plans.

**NEW DISCHARGES: PRE-APPLICATION MEETING**

New dischargers should contact the Bureau of Pretreatment and Residuals to schedule **a pre-application meeting** to determine the need for further technical requirements.

**MODIFICATION TO EXISTING PERMITS: PRE-APPLICATION MEETING**

Applicants requesting a modification to their existing permit shall contact the Bureau of Pretreatment and Residuals to determine the appropriate module(s) of the application package required depending on the type of modification. All forms indicated here may not be needed for all type of modifications. If the applicant can demonstrate that a pre-application meeting is needed, one will be scheduled.

**COMPLETE AND SUBMIT ONE ORIGINAL AND ONE COPY OF THE APPLICATION TO:**

New Jersey Department of Environmental Protection  
Division of Water Quality  
Bureau of Permit Management  
Attn: Administrative Review Unit  
P.O. Box 029  
Trenton, New Jersey 08625-0029

**Please note that additional technical information based on site specific conditions may be required by the Department pursuant to N.J.A.C. 7:14A-2.12(b) and N.J.A.C. 7:14A-4.3(e).**